

	Montana Mental Health Nursing Care Center Policy Manual		Policy Number	104
			Original Date	05/16/1983
	Department: Administration		Revised Date	04/08/2016
	Communication with News Media			

POLICY:

All communication with the news media will be handled by the Superintendent and/or DPHHS Communication Director to ensure accurate communication with the public.

PROCEDURE:

1. Employees are not to contact news media about facility operation unless it is clear that he/she does not represent the institution in expressed views and/or opinions.
2. A resident's photograph shall not be published in the news media without a signed release from the resident and/or guardian.

Reviewed: _____

Superintendent: _____